

**Iowa Telecommunications & Technology Commission  
Grimes State Office Building, 1st Floor  
400 E. 14th Street, Des Moines, IA 50319**

**FINAL**

**March 27, 2013**

To ensure the most efficient use of State resources, the March 27, 2013, ITTC meeting was held via video conference call pursuant to Iowa Code section 21.8. A video conference call also ensured more Commissioners were able to participate in the meeting and reduced the risk of delays caused by weather or other impediments to travel. The meeting was accessible to members of the public through attendance at the Grimes State Office Building.

**Commissioners Present**

Richard Bruner, Chair (on-site)  
Robert R. Hardman, Member (via teleconference)  
Mary Sellers, Member (on-site)  
Kathleen Kohorst, Member (via teleconference)  
David A. Vaudt, Ex-Officio Member (on-site)

**Iowa Communications Network Staff Present:**

Dave Lingren, Executive Director  
Mark Johnson, Administration Director  
Phil Groner, Business Services Manager  
David Marley, Network Operations and Engineering Manager  
Ric Lumbard, Network Operations and Engineering Director  
Deb Evans, Finance Manager  
Lori Larsen, Communications Director  
Jontell Harris, Director of Government Relations  
Carmelita Doke, Receptionist (Recorder/Minutes)

**Guests:**

Meghan Gavin, Attorney General's Office  
Dave Duncan, Iowa Telecommunication Association (ITA)  
Terry Rinehart, Iowa Public Television (IPTV)  
Michael Eggley, Iowa Network Services (INS)  
Kathy Goebel, RTC 5 (via videoconference)

**Call to Order**

Chair Bruner called the meeting to order at 11:02 a.m. It was noted that a quorum of members were present for the meeting.

**Approval of the 01/17/13 and 2/01/13 Meeting Minutes**

Commissioner Bruner moved to approve the 01/17/13 and 02/01/13 ITTC minutes as written.

Commissioner Hardman – Yes  
Commissioner Kohorst – Yes  
Commissioner Sellers – Yes  
Commissioner Bruner – Yes

## **Old Business**

### **Video Service Project (VSP) Update – Rick Lumbard**

At the beginning of the second quarter of the year, ICN released the IP Video platform in production service. The platform has transitioned successfully within the last two to three weeks from an early adopter phase into a production environment phase. Also, ICN has been retooling the product offering, disbanded the VSP team, and is transitioning the platform into product development.

Effective Monday, April 1, 2013, ICN will have a live production environment for the IP Video platform. Once the management approval process has been completed, the information will be forwarded to the Commission regarding the product descriptions and documentation. This will be a Version One release and will have additional features that will be released later. ICN will release product information in quarterly increments throughout the year. Quarter Two will be presenting new product information to the management team, and through Business Services, next to the stakeholders and finally out to customers of the ICN. This is the IP Video process in Version One packaging and then you will see additional features and additional product capabilities presented later during beginning with Quarter Three of the next quarter and continue throughout the year.

Q. Commissioner Bruner stated that at one point the Commissioners wanted to have the ability to participate in the process previously discussed and be early testers.

A. ICN does have an application that will interface with this product and as soon as it is available, the Commission will be candidates for early adopters or testers. ICN has not completed testing the product at this time.

### **BTOP Grant Update – Dave Lingren**

ICN is in the last quarter of the BTOP project with only three months remaining and the staff has been involved with the project for almost three years now. ICN is on target to meet all the requirements expected. ICN is working with National Telecommunications and Information Administration (NTIA), Department of Commerce, on environmental assessments and considering alternatives. ICN did not provide any construction, but had a sub-recipient provide the construction. However, the rest of the project primarily involves obtaining feasible rights of use. The last response from NTIA was that they were looking for compromise options to work through with ICN in some areas.

### **RFP Update – Jontell Harris**

The Request for Proposal (RFP) for the sale or lease of ICN was released on February 6, 2013. At this time, any RFP responses are to be submitted by April 30, 2013. Senate Joint Resolution 9 has been proposed by the legislature and includes language to extend the RFP response deadline as well as any deadlines associated with the RFP to July 31, 2013. The bill is currently being considered by the House.

ICN held an Offeror's Conference on February 28, 2013 at the Joint Forces Headquarters (JFHQ). The intent of the conference was to review the RFP for the sale or lease of the ICN and also to explain the processes that occurred prior to the release of the RFP including the RFP Implementation Team (RIT) meetings including drafted assumptions. ICN discussed how potential offerors should respond to the

RFP and also entertained questions regarding due diligence. Following the conference, Dave Lingren provided a tour of ICN Network Operations Center (NOC). The Resource Room has been made available for all offerors and is being held in the Grimes State office building in the ICN Grand Conference room. ICN is keeping track of Resource Room visitors. The information provided in the Resource Room is derived from requests received related to the RFP. The Resource Room is currently on-going.

Q. Mike Eggley, Iowa Network Services: We still do not have a list of assets to be transferred for the RFP. The first due date has expired and it has been extended once, but it is very difficult to prepare a valid response if we do not know what we are bidding on. We need a list of what is included in the sale/lease. Is there any estimation on when we might receive this information?

A. ICN is working to answer all of the questions. One of our top priorities is to provide the asset list to you.

Q. Mike Eggley: Jontell Harris had mentioned the Offeror's Conference and those in attendance. We also do not have the Q and A from the conference. There were some key questions that were asked at the conference that we're depending on the answers to. One of them was that we still do not know the disposition of JFHQ. We have contacted State and Federal entities and we cannot get an answer. Until that is resolved, it is still difficult to create a response for this multi-million dollar issue which would obviously affect how a bidder would prepare a number for a response. Is there any information on who we can contact for this disposition?"

A. Mark Johnson: The contact person for the National Guard is Brigadier General, J. Derek Hill, IA ANG, Deputy Adjutant General. A meeting has been set up for Friday morning that will involve the Guard team and ICN staff members. The meeting is to help clarify what property is owned by the National Guard and what property is owned by ICN. Their JAG core is considering the issue of whether or not a private sector vendor could remain in that location, or whether they would be willing to allow a private business to run an operation out of their secure facility. These issues are being evaluated at this time. Hopefully, there will be some clarification on this information soon. ICN is trying to determine an estimate, along with a variety of assumptions, regarding what potential costs might be and what the issues are because these issues have come up with the legislature as well.

Q. Mike Eggley: If the April 30 date still stands, then we are less than a month out. Those key questions will affect any response. Thank you.

### **New Business:**

#### **K-12 Connections March Report – Terry Rinehart, IPTV**

The K-12 Project delivers the K-12 content to schools over the ICN. A report was distributed to members and staff regarding topics of discussion. The report includes a comparison of the hours generated by year and also information on the current year comparably by month against previous years. At this point, in Fiscal Year 2013, IPTV generated 3600 hours of ICN use over the video classrooms with the K-12 Connections project. There is a comparison with previous years, which is a

little lower than last year but higher than the year before. Note that the 2010 comparison in the report was a record year for IPTV. This report reflects how IPTV is currently generating ICN hours by connecting with these educational sessions IPTV produces.

Included are some samples of the different sessions that have been produced since the last meeting. These samples were selected to give ICN an idea of different partners that IPTV works with. This isn't just IPTV producing these television sessions, but IPTV helping partners bring their content to students throughout the state.

- The first session reference is titled *Wind Turbine Technician: A Growing Career Field*. Iowa Lakes Community College, a partner with IPTV, is a leader in preparing workers in the Wind Turbine industry. An instructor visits with students across the state and informs them concerning what is required if you are interested in this field, what is expected in that career as far as education and in preparing workers in the Wind Turbine field.
- IPTV was able to partner with Polk County Conservation Board to do a session with *Mammal Tracks*, which is one of sessions that is run every year and is very popular with elementary teachers and students. This session helps the students identify common mammal tracks in Iowa. You can see tracks in the snow so it's been interesting for the student to see the bio diversity of Iowa's wildlife.
- Another partnership included was with the University of Iowa's Museum of Natural History. The topic was titled *Iowa's Ice Age and Find Bones in Iowa*. A naturalist spoke about the giant sloth remains that were being excavated this past summer. This is a topic of interest to the students.
- Wartburg College was another partner in a couple ICN sessions.
  - *One session included teaching kids to reduce, reuse, recycle, increase environmental awareness and help the students make their homes greener.*
  - *The other session was about a statewide Science, Technology, Engineering, and Mathematics (STEM) initiative to help address STEM needs and have the Chair of the Biology Department at Wartburg College speak student about the importance of women working in STEM careers.*

Included are some of the quotes from users which can be reviewed at a later time. IPTV regularly markets K-12 Connections by attending conferences and making presentations at school sites. The list provided was working with pre-service teachers. An outreach is being provided early on about the services provided so that when educators get out into the field and into the schools; they will look for their ICN room and look for the schedule for the K-12 sessions. April is another big conference month for educators as it includes various conferences with representatives helping to promote K-12 Connections and other resources that we have to support education in the state.

### Customer Survey – Lori Larsen

ICN is preparing for the annual customer survey. Staff is in the process of gathering the customer mailing lists and has met with management from the various functional areas to determine the information that will be useful in the upcoming year. Questions are also included that help staff in gathering information to meet requirements in the Accountable Government Act. The customer

surveys consist of four surveys relating to: Account Consultant Contacts, Technical Support Contacts, Finance Contacts, and Video Scheduling Contacts. ICN plans to send the survey invitations out in early/mid-April, and is anticipated to have the analysis completed for the Commission's review in the July or September Commission meeting.

### **Finance Update – Deb Evans**

February Budget-to-Actual report:

**OPERATIONS:** Net cash from Operations has increased. It has taken Finance several months to get out of the negative this year due to early expenditures that were unexpected. Non-appropriated equipment expenditures have increased. This expense was approved by ICN and relates to BTOP expenditures but is on the Finance adjusted budget. The expenses are not approved and show in the ICN financials. At this time, this expenditure is being worked through.

Adjustments have also been made to the budget from some of our sub-recipients. This is about one million dollars of equipment that ICN is paying for and should come out of the BTOP budget once the adjusted budget goes through.

Overall operation expenditures are expected to increase. Finance has several authorizations for expenditures (AFEs) documents that have come through in Finance in March for fiber relocates and moves. This is due to road and bridge construction in the infrastructure that is going on this Spring. Operation expenses are below budget due to MAC (Move Add Change) hours being charged to BTOP which will end June 30, 2013.

**VIDEO REVENUE:** Video Revenue continues to decrease due to providing free hours to early adopters which will only be for a short time. Voice revenue is down and has leveled off. The long distance and the 800 continue to fluctuate from month to month depending upon the colleges.

**VOICE:** Voice expense has dropped and continues to drop due to changes made by engineering. ICN has changed carriers for some items and reduced some trunking that were not necessary.

**DATA:** Data revenue continues to increase due to BTOP. The Ethernet is classified as program income which does not show for data revenue which will end June 30, 2013. So when you look at July's expenditures, it shows that we have done a lot of business but it is not a true reflection. It has steadily grown throughout the BTOP project.

**INSTALLATION:** Installation revenues continue to fall below ICN's expenses and have for the last couple of years. Finance continues to analyze to determine the reason why this is occurring.

**APPROPRIATIONS:** Finance has three appropriation items due to close June 30, 2013. If the money is not used, it will be returned to the source of the appropriation.

- Equipment appropriation has already been spent.
- Finance has submitted the AFEs for the generator appropriations. A total amount of \$10,000. If the appropriation is not spent, it will be returned to the general fund.
- Also, the Engineering and Operations divisions are submitting AFEs allocated to the equipment purchased for a larger fiber redundancy. Most of this expenditure will be spent.

## Legislative Update – Mark Johnson

ICN has three pieces of legislation currently being tracked:

- 1) The first bill is Senate Resolution Joint 9, which is the proposal to extend the deadline for the sale or lease RFP to July 31, 2013. The bill is in the House Commerce Committee at this time. An attempt is being made to reach the House Committee Chair to review some background information. This Senate Resolution is not ICN legislation and ICN did not propose the bill. There have been conversations with Senator McCoy, who sponsored the bill in his committee, the Commerce Committee and the Senate. Concern was expressed by potential offerors regarding that timeline and the April 30, 2013 deadline. Mark Johnson will be available to respond to any questions that legislators may have but ICN will not be actively pursuing the legislation as it would not be appropriate to do so.
- 2) The Infrastructure Bill will start in the House. A draft bill has not been released. The bill should include just under \$2.4 million dollars which will be requested for equipment replacement. Half of the amount will go to the Capitol Complex phone system and the other half will be used to draw down federal funds used for E-rates to lower the costs for educational users. The Infrastructure Bill is usually one of the last bills to get drafted in the appropriation process. Mark Johnson will be conversing with the House subcommittee co-chair to see when the bill may be released.
- 3) The final bill that ICN is tracking is the Administration Budget Bill. The House did pass their version of the bill and that includes the Regional Telecommunications Council (RTC) funding that ICN took over from IPTV last year. The dollar amount was included; however, the House did not include the intent language that ICN was hoping to be included. Mark Johnson will work with the House Chair and while the bill is being debated. The House Chair suggested that ICN ask the Senate to have that language added. Mark agreed to the suggestion and talked to Senator Mathis, the House Co-chair, who stated that she is very comfortable with that language and has agreed to move the language forward. There was no disagreement with the ICN language, but the language was not drafted in a timely manner.

## Action – Regional Telecommunication Council (RTC) Allocation – Lori Larsen

The ITTC RTC subcommittee met on February 1, and recommends approval/acknowledgment of the RTC tracking summaries for the distribution of the second half of the RTC allocation for FY 13.

The information provided in the Commission packets includes a tracking summary of the three functions, along with a brief comparison of the support contacts and hours that were estimated in the plan which each RTC submitted earlier in the fiscal year. The goal of the tracking was to receive real-time data from the support staff.

The Video Technicians are using an established process of submitting work orders to our Network Operations Center (NOC). The following are brief examples of “functions” completed for the Video Technician support:

- Visited the room to service the node controller. Video returned to the cameras.
- Replaced and wired the touch screen monitor with a spare unit that has a brighter screen for ease of use
- Put together equipment list and purchase order to [video integrator] for the upgrade of the site



- Trained instructors

For the first six months in FY 13, a total of 348 contacts for video maintenance support were completed.

Each Video Scheduler submits a spreadsheet monthly. Our goal is for this not to be a burdensome process, however due to the level of details that some schedulers provide the tracking may be time consuming. The tracking spreadsheet incorporates video hours/audiences and type of work categories using drop down menus. The following are brief examples of “functions” being completed for the video scheduling support:

- Build and add sites to reservations with the VOSS, (video scheduling system).
- Train new faculty to use ICN for college credit classes,
- Visited with prospective users
- Created Room Use Bill
- Input In-Advance reservations for Spring 2013 semester
- Sent email reminders to high schools that have an ICN session in the upcoming weeks, plus time spent looking up site node numbers.

For the first six months in FY 13, a total of 3,019 scheduling hours were completed.

The focus for the LAN/WAN (Local Area Network / Wide Area Network) Support is to receive monthly information regarding the number and type of work order contacts using similar categories. Area Education Agencies (AEA) have consolidated, and one AEA may be serving more than one RTC region. The following are brief examples of “functions” being completed for the LAN/WAN support:

- Prepare to implement 1:1 program, along with changing domains
- Provide software upgrade assistance
- Wireless and network gear installation, software configuration
- Responded to multiple calls/emails relating to troubleshooting issues
- Performed Google Apps trainings for staff members / teaching staff.

For the first six months in FY 13, a total of 5,519 LAN/WAN support contacts were provided.

For the May Commission meeting, ICN staff will present recommendations for the Commission’s consideration in regards to changing procedures for the RTC allocation process. The ITTC RTC Subcommittee and ICN staff recommends approval /acknowledgment of the tracking, and distribution of the second half of the allocation of the 15 RTC tracking summaries.

Commissioner Kohorst made the motion to approve the tracking and distribution of the second half of RTC allocations, Commissioner Hardman seconded the motion.

Commissioner Hardman – Yes  
Commissioner Kohorst - Yes  
Commissioner Sellers – Yes

Commissioner Bruner – Yes

**Action – Waivers – Phil Groner**

There is just one waiver for the Commission's consideration for approval from Indian Hill Community College for internet. A number of years Indian Hills acquired a secondary Mediacom internet connection to the ICN's internet feed. A waiver was requested to fully move over to the Mediacom connection. This is a continuation for that service and continuation of the annual waiver request.

It is noted there was a typo in the waiver submitted by the customer. In the waiver request, in the second sentence, it states that the ICN is \$13,284.00 less", in which the customer meant to say "Mediacom" instead of ICN. They defined what our rate is compared to Mediacom's rate.

Under Option Two in that same request, where it says, "month to month", the rate quoted is actually ICN's three year rate which is the correct rate as well. It also referenced an "elect surface" but that is not correct because they are directly connected to the ICN. The rate of \$2717.00 a month is correct for the ICN 100 megabit internet service. They are receiving the 100 megabit service from Mediacom at \$1,610.00 per month. We would like to approve the waiver with that price difference.

Commissioner Hardman approved the motion to approve the waiver that includes the price difference, Commissioner Seller seconds the move.

Commissioner Hardman – Yes  
Commissioner Kohorst - Yes  
Commissioner Sellers – Yes  
Commissioner Bruner – Yes

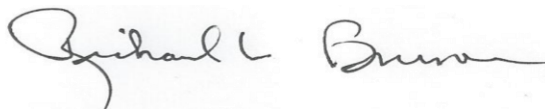
**Other Business – Executive Director, Dave Lingren**

Late February, we lost one of our field technicians. Mike Vodenik, who transferred over from IPTV, passed away suddenly of a heart attack. ICN wanted the Commission to know about this loss.

**Adjournment**

Commissioner Kohorst moved that the meeting be adjourned. The ITTC meeting adjourned at 11:45 a.m.

ATTESTED TO:



Richard Bruner, Chair, Iowa Telecommunications and Technology Commission